

SUSQUEHANNA VALLEY



CENTRAL SCHOOL DISTRICT

Assistant Superintendent

P.O. Box 200 Conklin, New York 13748

Phone (607) 775-9146
Fax (607) 775-4575

Dear Certified Administrative Personnel Applicant:

Thank you for your inquiry regarding Certified Administrative Personnel opportunities within the Susquehanna Valley Central School District and/or your interest in a current vacant position.

In order to be considered for an interview for a posted/advertised position, the following documents must be received by my office on or before the deadline date for application:

- **Letter of Interest**
- **Résumé**
- **Certified Administrative Personnel Application**
- **Copy of N.Y.S. Certification(s)**
 - *Printed from the NYSED TEACH website, if necessary*
- **Three Letters of Recommendation**
- **OFFICIAL College Transcripts**

A Certified Administrative Personnel Application is included with this letter. Please send your application materials to the following address:

Dr. Catherine Kacyvenski, Assistant Superintendent
Susquehanna Valley CSD
P.O. Box 200
Conklin, NY 13748

You may hand-deliver your application to the **District Office**, which is located in the High School building, 1040 Conklin Road, Conklin, NY 13748.

Please Note: New York State law requires that all personnel hired must be fingerprinted for employment and processed through the Office of School Personnel Review and Accountability (OSPRA), NYS Education Department. If you have not obtained your fingerprint clearance as part of your certification requirement, this must be completed prior to your appointment to the Board. Fingerprinting information and instructions are included within this packet.

Thank you for your interest in becoming part of our school community!

Yours truly,
Dr. Catherine Kacyvenski
Assistant Superintendent



SUSQUEHANNA VALLEY CENTRAL SCHOOL DISTRICT
P.O. Box 200, Conklin, NY 13748
TEL (607) 775-9146 ~ FAX (607) 775-4575



CERTIFIED ADMINISTRATIVE PERSONNEL APPLICATION

Please complete this application in its entirety, even though some of the information may be included on your resume.

POSITION APPLYING FOR

- Superintendent
- Secondary Principal
- Director of Special Services
- Assistant Superintendent
- Assistant Secondary Principal
- Other:
- Elementary Principal
- Director of Athletics / PE

PERSONAL INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL	<u>PRIMARY PHONE NUMBER</u>
			▼ Alternate Phone Number ▼

Social Security Number		
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Email Address *(please print clearly):*

PERMANENT ADDRESS
Street::
Apt. # :
City:
State, Zip:

PRESENT ADDRESS, if different than PERMANENT
Street:
Apt. # :
City:
State, Zip:

FOR OFFICE USE ONLY

CERTIFICATION

NEW YORK STATE CERTIFICATION(S) : YES NO

Check all that apply: PROFESSIONAL INITIAL PERMANENT

I have received verification from the State Ed Dept. that I have met all requirements for certification, and that my certificate is forthcoming.

Enclose copies of ALL certifications / or verification from the N.Y.S. Education Dept., that your certification is forthcoming.

If **CERTIFICATION** status is **NO**, please explain:

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EDUCATION

Name & Location of Institution	Major	Minor	Diploma, Degree, or No. of Credit Hrs. Completed
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High School:

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College(s):

Graduate Studies:

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Scholastic Honors:

College

Graduate School

Check scholastic average of all college work: **A** **A-** **B** **B-** **C** **C-**

Check scholastic average in major field: **A** **A-** **B** **B-** **C** **C-**

EDUCATIONAL EXPERIENCE

List in chronological order from most recent position – all administrative, teaching, and other certified positions held:

DATES		NAME & LOCATION OF SCHOOL	
From	To	Name ▶	
		Address ▶	
▼ Position ▼		Describe ▶ Position	

DATES		NAME & LOCATION OF SCHOOL	
From	To	Name ▶	
		Address ▶	
▼ Position ▼		Describe ▶ Position	

DATES		NAME & LOCATION OF SCHOOL	
From	To	Name ▶	
		Address ▶	
▼ Position ▼		Describe ▶ Position	

DATES		NAME & LOCATION OF SCHOOL	
From	To	Name ▶	
		Address ▶	

▼ Position ▼	Describe ▶ Position	

RELATED PROFESSIONAL EXPERIENCE

Professional (educational travel, lectures, addresses, publications, professional memberships, participation in educational experiments, innovations, special programs, community service):

OTHER WORK EXPERIENCE (Business, summer occupations):

DATES		EMPLOYER	
From	To	Name ▶	
		Address ▶	
▼ Position ▼		Duties ▶	

DATES		EMPLOYER	
From	To	Name ▶	
		Address ▶	
▼ Position ▼		Duties ▶	

DATES		EMPLOYER	
From	To	Name ▶	
		Address ▶	
▼ Position ▼		Duties ▶	

List any extracurricular activities that you have facilitated or coached:

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List any periodicals and newspapers that you read on a regular basis, as well as any books that you have read during the past year:

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List any hobbies and/or other interests:

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REFERENCES

List the names of four persons who have observed your work as a certified employee:

Name		Address	
Official Position			
Educational Institution		Phone	

Name		Address	
Official Position			
Educational Institution		Phone	

Name		Address	
Official Position			
Educational Institution		Phone	

Name		Address	
Official Position			

Educational Institution		Phone	
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List college or placement agency where your confidential record may be obtained:

PERSONAL STATEMENTS

1. Describe your educational philosophy.

2. What is your vision for this role?

3. In your estimation, what are the most critical challenges facing education today and how will we overcome them?

I certify that all information provided on this application is true and complete.

Signature: _____

Date: _____

New York State Law prohibits discrimination due to
age, color, disability, national origin, race, religion, or sex.

~ An Equal Opportunity Employer ~

This application will not be valid without your signature and date.

7/12/2019

Susquehanna Valley CSD